



# City of DuPont Planning Division Preliminary Plat Application

1700 Civic Drive  
DuPont, WA 98327  
[www.dupontwa.gov](http://www.dupontwa.gov)

Phone: (253) 912-5393  
Fax: (253) 964-1455

City File Number: \_\_\_\_\_

All information listed in this application, or by applicable ordinance, must be submitted in order for a preliminary plat application to be determined complete. Only a complete application will be processed for conformance with adopted policies and requirements.

### **General Information:**

Project name: \_\_\_\_\_

Owner name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Authorized representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Location and Description of proposal. Be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Site Information:**

Site acreage: \_\_\_\_\_

Number of lots: \_\_\_\_\_

Average lot size: \_\_\_\_\_

Acreage of lots: \_\_\_\_\_

Acreage of public streets: \_\_\_\_\_

Acreage of storm drainage improvements: \_\_\_\_\_

Acreage of critical areas and buffers: \_\_\_\_\_

Acreage of public parks: \_\_\_\_\_

Acreage of private parks, neighborhood greens: \_\_\_\_\_

**Required Plans, Information and Fee:**

(Quantity and minimum scale of each item or drawing is indicated in parenthesis. Plans shall be no larger than 24 by 36 inch sheet size)

- Vicinity Map (include as part of site plan),
- Plat Site Plan drawn at one inch equals 20 feet (1:20 scale, 7 each),
- Topographic information at two foot elevation (1:20 scale, 7 each)
- Existing Tree Plan identifying location, size and species of all landmark, historic and specimen trees and trees to be retained (1:20 scale, 7 each),
- Grading Plan with estimated dimensions and quantities of work involved (1:20 scale horizontal and two foot contour interval vertical, 7 each),
- Storm Drainage and Utility Plan (1:20 scale, 7 each),
- Preliminary Stormwater Management Report and calculations (3 each),
- Roadway cross sections, (single line dimension, 7 each),
- One each 8 by 11 inch reduction of all drawings,
- Average daily trips generated by the proposal based on the International Transportation Engineers Trip Generation Manual (2 each),
- Title report of subject site that is less than 30 days old,
- Draft of proposed covenants, conditions and restrictions related to the maintenance of open space or commonly owned improvements, if applicable (2 each),
- Letter of Sewer Availability from Pierce County (2 each),
- Letter of Water Availability from City of DuPont (2 each),
- Completed environmental checklist (2 each),
- Pre-stamped envelopes addressed to all property owners within 300 feet of the subject site and list of addresses (1 each). Be sure to include envelopes for the applicant and applicant's representative.
- Completed Preliminary Plat Application (1 each),
- Completed Agent Affidavit (1 each),
- Filing fee(s).

**Note:**

Fill out and return this application with all material listed in the Required Plans, Information and Fee section. All plans must be folded to 8½ by 11 inch size. Submittal of all required plans, information and fees constitutes a complete application. You will be contacted by the City within 28 days of formal application submittal regarding whether the application is complete. Site work may not start until all necessary permits have been obtained. Paper or electronic drawings of the proposal may be requested for presentation purposes.

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(Applicant Signature) (Date) (Print name)